

THE TOWNSHIP OF BRIDGEWATER

JOB OPENING

TITLE OF POSITION **VIOLATIONS CLERK**

REPORTS TO Court Administrator

RESPONSIBILITIES

Under the direction of the Court Administrator, the incumbent will perform duties in a Court of Law, which require a basic knowledge of laws, ordinances, rules, regulations and procedures relating to the operations of a Municipal Court. Such duties will include, but not be limited to preparation of complaint warrants, complaint summons, cash bail affidavits, recognizances, judgments of convictions, bench warrants, motor vehicle warrant failure to appear notices, subpoenas, court orders, etc.; correspondence to attorneys, Motor Vehicles Department, other Courts and insurance companies; preparation of traffic summonses for citizens requesting same be made against a civilian, docketing, mailing and scheduling for Court appearance; disbursement of bail to County Clerk, other Courts and defendant's bail refunds; attendance at most Court Sessions; setting up and operation of sound recording equipment and maintenance of a log for each Court Session; handling Court orders for assignment of counsel for indigent defendants; maintenance of partial payment files, sending supplemental notices to delinquent accounts, sending notices to Division of Motor Vehicles on motor vehicle delinquents requesting license suspensions and warrants for all other delinquents and preparation and coordination of Court Calendar, including notifying Plaintiff and Defendant, subpoenaing witnesses, posting Court Calendar in Police Headquarters, notifying Municipal Prosecutor and Judge and forwarding calendar to Records Department. Performs other related work as required.

QUALIFICATIONS

Candidate must be in the process of completing or be willing to complete Principles of Municipal Court Administration, Levels 1 through 4. Ability to work harmoniously with associates and the public. Computer knowledge and capability, as all of these duties are done through the computer system.

Candidates with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

WORK WEEK Monday -Friday, 8:30 a.m. to 4:00 p.m.

SALARY \$36,547.24 - \$61,292.92

GRADE F

UNION BMEA

POST **8/18/2016**

REMOVE **9/2/2016**